

[Date]

[Student_Name] [utoronto.ca_E-mail_Address] Student #: [#]

Dear [Student first Name],

At your meeting with Professor [Name] on [Date], I understand that you discussed the allegation that on [Date_Of_Offence], you [E.g.:] submitted an assignment for credit in **ABC123Y (20149)** which contained material taken from internet sources without appropriate acknowledgement. As you know, this is considered to be an academic offence under the University's *Code of Behaviour on Academic Matters*, which all students are expected to have read. [If_Not_Sending_Electronically,_Add: The Code is available online via governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019.]

At this meeting, you admitted that you had committed the offence of [i.e. forging, altering or in any way falsifying a document; using/possessing an unauthorized aid; personating another person; plagiarizing; submitting the same work twice; receiving/providing unauthorized assistance].

Sanctions are imposed to ensure that you understand the seriousness with which offences are considered by the University. Because you have admitted the offence and the assignment in question is worth 10% or less ([Value_Of_Assignment] %), I am authorized to impose a sanction for this offence without referring the matter to Student Academic Integrity for resolution.

Based on the information in my possession, I intend to impose the following sanction: [Sanction (Maximum Penalty Is Grade Of 0% For Assignment)]

If you wish to discuss this matter further, please contact me on or before [Deadline--Date] at [Contact_Info] and a meeting will be scheduled. If I have not heard from you by [Deadline], I will impose the sanction specified above.

Please note that according to Section C.I.(a)12 of the University's Code of Behaviour on Academic Matters, you may not withdraw from any course in which an allegation of academic misconduct is under investigation or a sanction has been imposed. If you are found to have withdrawn from the course at a later date, you will be reinstated in the course and will be responsible for any work which you have missed.

In future, if you find it difficult to [INSERT AS APPROPRIATE – manage your time, manage your academic work effectively, deal with feelings of stress etc.], please speak to your College Registrar's office for advice or referral to the appropriate campus resources. For example, the [Health & Wellness Centre](#) is an excellent resource if you wish to seek support for your wellbeing. If you need clarification on or need assistance with a particular assignment, please contact your instructor or TA. College-based or central U of T [writing centres](#) are available to help with your writing skills throughout your University studies.

Please be advised that all your current and future academic work must follow the rules and regulations of the University. I sincerely hope that you have learned from this experience and appreciate the importance of conducting yourself with integrity as you progress through your studies. A record of this matter has been sent to Student Academic Integrity (SAI) which maintains cases into their central database. Should you be involved in a subsequent allegation of academic misconduct, please note that it will be taken into account that it is not your first allegation and consequences may be more severe.

Yours sincerely,

[Name], [Title]

cc: [Instructor]; [Student's_Registrar]; SAI